

# Pet Animal Business & Pet Store Licensing Guide

The Kansas Department of Agriculture is devoted to the total support of agriculture in Kansas. While we must fulfill our statutory obligations, the department is dedicated to providing support and assistance to make Kansas farms, ranches and agribusinesses successful and help them grow if that is their desire. We also encourage more farms, ranches and other agriculture business to expand in or relocate to Kansas. This checklist will help guide you through various resources and requirements for opening and operating a typical Kansas pet animal business or pet store. In addition to license requirements by the Kansas Department of Agriculture, other Kansas agencies as well as local or federal government agencies may have regulatory requirements to follow. Contact your local planning authority to ensure you follow all local business development laws, rules, regulations and guidelines. This guide is designed to assist you as you work to build and operate a successful pet animal business or pet store in Kansas.

| ✓ | Department   | Description   | Renewal                                  |
|---|--|---|--|
|   | Kansas Small Business Development Center (KSBDK)*                            | The <a href="#">KSBDK</a> is a network of service centers located throughout Kansas offering business consulting to small businesses. Call 800-452-6727 for more information.   | Prior to starting                        |
|   | Kansas Business Center*  | The <a href="#">Kansas Business Center</a> is a resource for information, filings, and personal assistance to start or maintain a Kansas business. Call 877-521-8600 for more details.  | Prior to starting                        |
|   | Office of the Secretary of State   | Complete the appropriate business entity <a href="#">filings and forms</a> required by the Kansas Secretary of State. Call 785-296-4564 for more information.   | Prior to starting                        |
|   | Department of Revenue  | Visit the Department of Revenue website to find important <a href="#">business tax information</a> . Call 785-368-8222 for more information.  | Prior to starting                        |
|   | Department of Agriculture, Division of Animal Health                         | Review the Small Animal Forms under <a href="#">Forms and Applications</a> . There are a wide variety of forms that might be necessary depending on what services are offered at a Kansas pet animal business. Contact the <a href="#">Division of Animal Health</a> at 785-564-6601 for more information.  | Prior to opening, Sept. 1                |
|   | Department of Agriculture, Agricultural Commodities Assurance Program (ACAP) | Kansas requires that all manufacturers, importers, jobbers, firms, associations, corporations, or persons that sell, offer or expose for sale or distribution of commercial feed in Kansas must have a commercial license for each manufacturing facility located in the state. Commercial feed includes feed for livestock, poultry, pets (including pet treats), specialty pets, and customer formula feed regardless of package container size or amount. Complete the <a href="#">Commercial Feedings Stuffs License</a> application. If product is sold in packages of 10 pounds or less, complete the <a href="#">Feed Small Package Product Registration</a> application, or the <a href="#">Feed Specialty Pet Product Registration</a> application if the package is less than one pound. Visit the <a href="#">AAFCO</a> website to learn more about starting a pet food business.<br><br>For more information, visit the <a href="#">ACAP</a> website, or call 785-564-6685. | Prior to selling feed, July 1<br>Renewal |
|   | Department of Agriculture, Pesticide and Fertilizer                          | Any retail business (including pet stores) that retails pesticide products <u>other than</u> those ready-to-use general use pesticide products which:<br>(a) are to be applied undiluted, in accordance with use instructions shown on the pesticide's label; and<br>(b) are to be applied by homeowners or occupants to control pests in and around the family dwelling and associated structures;<br>must complete the <a href="#">Pesticide Dealer Registration and Application</a> .<br>For more information, review the <a href="#">Pesticide &amp; Fertilizer Program</a> webpage, or call 785-564-6688.  | Prior to making sales, July 1            |
|   | Department of Agriculture, Weights and Measures                              | No license is needed from Weights and Measures, but a pet animal business with scales must hire a <a href="#">licensed service company</a> to test the scales once annually if the scales are utilized for any commercial transaction. Visit the <a href="#">Weights &amp; Measures</a> website for more information, or call 785-564-6681.   | Annual service                           |
|   | Department of Agriculture, Agricultural Marketing, Advocacy and Outreach*    | <i>From the Land of Kansas</i> is a voluntary trademark program that helps promote and identify Kansas agricultural products to consumers. <a href="#">Register</a> the business for membership with <i>From the Land of Kansas</i> . For more information, visit <a href="#">From the Land of Kansas</a> online, or call 785-564-6759.   | Annual<br>Renewal                        |

*This guide is for informational purposes only. It is not intended to be an exhaustive list of requirements for operating a Kansas agribusiness entity. Please contact the appropriate agencies or organizations for specific requirements applicable to your business.*

*\* Indicates that the information listed is merely a useful resource and not a requirement for operating the business*



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|   | Kansas Department of Health & Environment, Bureau of Air                                   | Business that will utilize an incinerator for the disposal of animal may require a permit from the <a href="#">KDHE Bureau of Air</a> . Call 785-296-1570 for additional information.  | Prior to starting                      |
|   | Kansas Department of Wildlife, Parks and Tourism (KDWPT)                                   | Aquaculture and aquaponics operations should be aware of the <a href="#">prohibited species list</a> . For more information, contact <a href="#">KDWPT</a> at 620-342-0658.<br><br>Aquaculture facilities planning on selling bait fish must apply to become a <a href="#">certified bait dealer</a> and comply with bait fish import regulations. Contact <a href="#">KDWPT</a> at 620-342-0658 for more information. | Prior to obtaining fish                |
|   | United State Department of Agriculture, Animal and Plant Health Inspection Service (APHIS) | Under the Animal Welfare Act (AWA), many businesses that buy or sell warm-blood animals, exhibit them to the public, transport them commercially or use them in research experiments must be licensed or registered by the USDA through APHIS' <a href="#">Animal Care Program</a> . Visit the <a href="#">AWA Licensing and Registration</a> webpage for more information, or call 301-851-3751.                      | Prior to opening, Yearly Licensing Fee |

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